

Chapter 6 - Absentee Voter Module

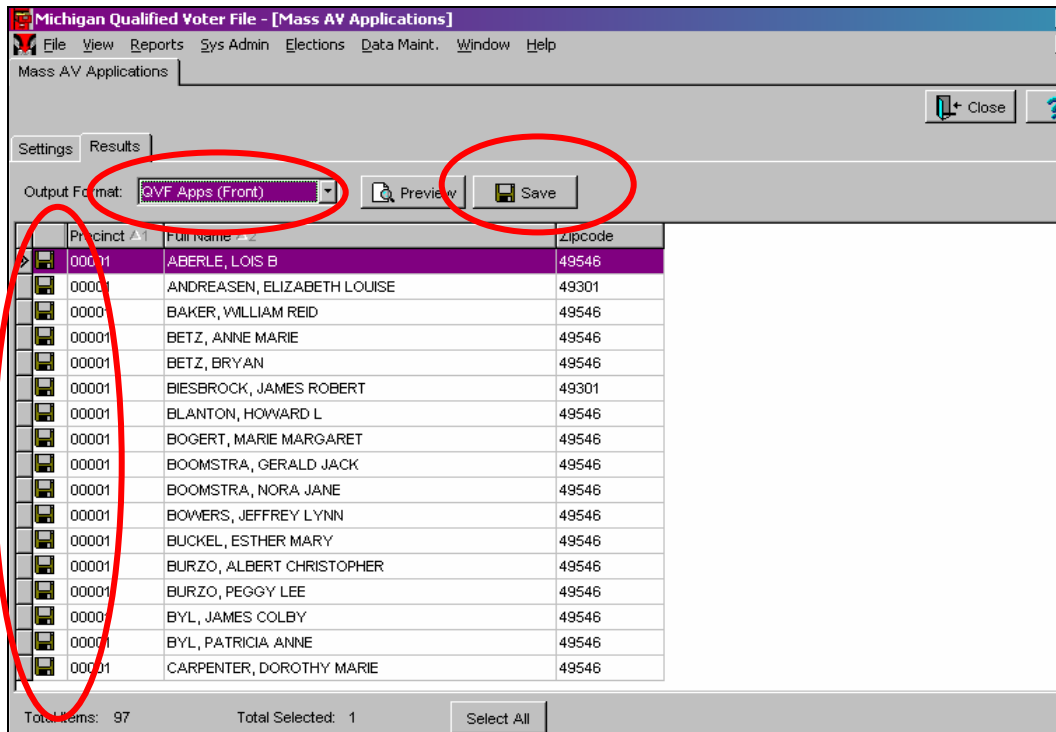
April 2006

Mass Production of AV Applications:

This feature allows you to generate AV Applications in mass for everyone on your permanent AV list or everyone aged sixty and older. Users may choose one or both options for creating mass AV Applications.

Action	Result
From File click on Mass Applications .	The Mass AV Applications screen appears.
In the fields at the top of the screen verify that the <u>Region</u> is correct.	Use the same region selection that was used to create the election you are working with.
In the <u>Election</u> field choose an election. You may want to run a dual application for both the general election and the primary. The system will allow you to put a checkmark in the box for dual applications if you choose a general election in the election field.	

Action	Result
<u>Selection Options</u> allow you to generate applications for everyone on your permanent AV list, and/or everyone 60 years of age and older. Click on one or more of the <u>Selection Options</u> .	The software will generate a single application for each voter matching the selected criteria. Duplicate applications will not be generated if a voter is both 60+ and on the permanent AV list.



When AV applications are generated in mass, you must click on the **Save** button to have the system record in the voter's individual record that an application was sent. When you save the record, the symbol of a disk will appear next to each saved record. AV Applications will not be generated for voters with a "Ch"(Challenge) status. QVF generated AV Applications are designed for mailing in window style envelopes. If you prefer, you can generate mailing labels or use the postcard applications.

Action	Result
Under <u>Precincts</u> , you can click on the dropdown menu and choose to print your applications by ward/precinct, assorted districts, counting boards or ballot styles.	When you make your selection of the grouping you want to print, the related listing will show in the selection window. You can choose to print all or a part of the applications at one time.
Click on Next Step .	The Results screen appears.

Action	Result
Choose your <u>Output Format</u> . There are 4 different formats in the dropdown menu.	<u>AV Applications</u> print on 8.5 x 11 in. paper. <u>AV Postcards</u> print name, address, and a bar code on a self- mailer. <u>Labels</u> will produce mailing labels with precinct numbers and bar codes.
Choose <u>What to Print</u> .	<u>Complete Form</u> will print the complete application on blank paper. <u>Pre-Printed</u> will print only unique information on vendor supplied pre-printed forms.
	You must select <u>Preview</u> in order to print the applications. You may then choose <u>Print Now</u> , <u>Save the applications to a disk</u> or <u>send the applications to the Local Report Queue</u> .

Michigan Qualified Voter File - [Mass AV Applications]

File View Reports Sys Admin Elections Data Maint. Window Help

Mass AV Applications

Close Help

Settings Results

Output Format: Pre Printed Apps [v] Preview Save

Precinct	Name	Zipcode
00001	ANDREASEN, ELIZABETH LOUISE	49301
00001	BAKER, WILLIAM REID	49546
00001	BETZ, ANNE MARIE	49546
00001	BETZ, BRYAN	49546
00001	BIESBROCK, JAMES ROBERT	49301
00001	BLANTON, HOWARD L	49546
00001	BOGERT, MARIE MARGARET	49546
00001	BOOMSTRA, GERALD JACK	49546
00001	BOOMSTRA, NORA JANE	49546
00001	BOWERS, JEFFREY LYNIN	49546
00001	BUCKEL, ESTHER MARY	49546
00001	BURZO, ALBERT CHRISTOPHER	49546
00001	BURZO, PEGGY LEE	49546
00001	BYL, JAMES COLBY	49546
00001	BYL, PATRICIA ANNE	49546
00001	CARPENTER, DOROTHY MARIE	49546

Total Items: 97 Total Selected: 1 Select All

Generating Single AV Applications

The screenshot shows the 'AV Scan Screen' interface. At the top, the 'Region' dropdown is circled in red, displaying '[JURISDICTION]' and 'ADA TOWNSHIP (00240)'. Below this, the 'Voter ID' field contains 'A35252210866'. The 'Name' field shows 'LILO ELIZABETH ADAMS', 'School' is 'FOREST HILLS PUBLIC SCHOOLS', and 'Precinct' is '00006'. The 'Send To Address' section includes '7123 DRIFTWOOD DR SE' and 'ADA MI 49301'. The 'Election/Applications' section has 'Main Election' set to '05/02/2006 - MAY CONSOLID' and 'Secondary/General Election' set to '(NONE)'. The 'Ballots' section shows 'Next Ballot Number' as '00000015' and 'Lockout' as 'ELECTION'. The 'Counting Board' dropdown is set to 'NONE', and the 'Signature' button is circled in red. The 'Default Date' section shows 'Sent' and 'Received' dates as '03/30/2006'. The 'Print Options' section includes checkboxes for 'Pre-printed Applications', 'Print Labels Now', and 'Print Ballot Num'.

AV application, ballot processing and tracking may be performed from the **AV Scan Screen** as described below. Or, if you prefer, these functions can be performed from the **Voter Registration Main Screen**. If you click on the **[Absentee]** button in the **Voter Registration** screen you will see a screen that is very similar in appearance to the **AV Scan Screen**. The procedures for using both screens are detailed below. Be aware that **[Process]** buttons perform the functions checked. However, you can also click directly on a button to perform the function. As you perform actions in the **AV Scan** or **Absentee** screens, small graphic symbols will appear in the **Election** fields or the **Ballot** box. A small mailbox means that a ballot or application has been sent. A small sheet of paper means that an application or ballot has been received.

If you are using the QVF to store digitized signatures, you are able to access those signatures from the **AV Scan** screen by clicking on the **[Signature]** button.

Action	Result
From File click on AV Scan .	The AV Scan screen appears. The AV Scan screen is divided into two main areas: one for tracking AV Applications and one for tracking AV Ballots.
Verify that the <u>Region</u> is correct. You should select the same region that was used to create the election. Select the <u>Election</u> from the drop down list on the left side of the screen. To generate dual applications, select both a primary and a general election.	The [Search] button becomes enabled.

Action	Result
In the <u>Election/Applications</u> area, put a check mark next to <u>Send</u> .	
<p>If you wish to batch multiple applications and print them at a later time put a check mark next to either <u>App</u> or <u>Card</u>.</p> <p>If you wish to print applications immediately, or if applications are to be sent to an alternative address do not check <u>App</u> or <u>Card</u>.</p>	If you select <u>App</u> or <u>Card</u> , an application will be sent automatically to the <i>Local Report Queue</i> .
Verify that the <u>Default Date</u> in the <u>Sent</u> field is correct.	Note: There are several other <u>Default Dates</u> on the screen that you do not need to be concerned with at this time.
Click on the [Search] button in the upper right corner of the screen.	The <i>AV Search</i> screen appears. You can use this screen to search for a voter using any combination of <u>Last Name</u> , <u>First Name</u> and <u>Ballot #</u> .
Enter your search criteria in the appropriate field, and then click on the [Search] button.	A name or list of names that meet your search criteria will appear in the grid.
Highlight a name in the grid and click on the [Process] button. (Clicking on the [Select] button returns you to the <i>AV Scan</i> screen without performing any of the checked off functions.)	<p>You are returned to the <i>AV Scan</i> screen. The voters name and ID number will appear in the two fields at the top of the screen. The voters mailing address will appear in the <u>Send To Address</u> area.</p> <p>A notation that an AV Application was sent will be added to the voters record.</p> <p>An application is sent to the <i>Local Report Queue</i>.</p>
If the application is to be mailed to an alternative address do not put a check mark next to <u>Send</u> .	When you click on the [Select] button in the <i>AV Search</i> screen, the voter's information populates the <i>AV Scan</i> screen, but the application is not sent to the <i>Local Report Queue</i> .
Click on the [Clear] button and enter the alternative address in the <u>Send To Address</u> fields.	
Click on the [Send] button (not the check box).	The application record is created.

Action	Result
In the <i>Print AV Application Form</i> screen select <u>Print Now</u> or <u>Print later</u> , and <u>Pre-Printed Form</u> or <u>Complete Form</u> . Then click on the [OK] button.	The AV Application will print now or will be sent to the <i>Local Report Queue</i> to be printed later.

Once a record of the AV application is created (and later the AV ballot), detailed information about the application or ballot issued may be viewed or changed from the edit screen.

Receiving AV Applications and Creating Ballot Records: The ***AV Scan*** screen allows you to document the receipt of an AV application by scanning a bar code or by searching for a voter by name. You are also able to track AV ballots and generate mailing labels in the same screen.

Once a ballot sent date is entered into the QVF, the Voting History is automatically posted to the voter's record and the voter's name is added to the AV List (List of Absent Voters).

Action	Result
From <i>File</i> click on <i>AV Scan</i> .	The <i>AV Scan</i> screen appears.
Verify that the <u>Region</u> is correct. Select the <u>Election</u> from the drop down list on the left side of the screen.	The [<u>Search</u>] button becomes enabled.
Put check marks next to the tasks that you wish to perform. <u>Applications:</u> <u>Receive</u> <u>Ballots:</u> <u>Send</u> <u>Label</u> Verify that the default dates are correct for <i>each</i> task being performed.	If you want to document the receipt of an application and that a ballot was issued and sent, put check marks next to <u>Application: Received</u> , <u>Ballots: Send</u> , and <u>Label</u> if you wish to generate a mailing label. If the ballot is to be sent to an alternative mailing address, do not put a check mark next to <u>Label</u> .
If you are assigning ballot numbers, enter the first ballot number that you are working with in the <u>Next Ballot Number</u> field. Then put a check mark next to <u>Auto-Advance</u> if you want ballot numbers assigned in numeric sequence.	As AV ballots are processed, the ballot numbers will advance automatically in sequence from the first ballot numbered entered.
On the right side of the screen, choose a <u>Lockout</u> option from the drop down list.	<u>Lockout: Election</u> prevents you from assigning duplicate ballot numbers for an election within the jurisdiction. <u>Lockout: Precinct</u> prevents you from assigning duplicate ballot numbers within the same precinct.

Action	Result
	<p><u>Lockout</u>: <u>Counting Board</u> prevents you from assigning duplicate ballots numbers to the same counting board. Counting boards must be set up prior to issuing AV ballots.</p> <p><u>Lockout</u>: <u>None</u> allows you to issue the same ballot number as many times as you wish.</p>
In the <u>Counting Board</u> field, choose <u>None</u> if you have not set up AV counting boards. To assign AV ballots to a counting board choose <u>Auto</u> or a specific counting board.	As you create the AV ballot record, the ballot will be assigned to the counting board you specified, or <u>Auto</u> will assign the ballots based on the counting board association (the precinct or district the voter lives in).
Verify that the cursor is in the <u>Voter ID</u> field. Scan the bar code on the AV application if a bar code is available.	<p>The voter's name and ID number will appear in the two fields at the top of the screen. The voter's mailing address will appear in the <u>Send To Address</u> area in the upper left corner of the screen.</p> <p>A notation that an AV Application was received and an AV Ballot was sent will be added to the voters record.</p> <p>If you checked <u>Label</u>, the mailing label is sent to the Local Report Queue.</p>
If you are storing signatures in the QVF, check the signature on the AV application by clicking on the [Signature] button.	The voter's Signature screen displays.
If the ballot needs to be sent to an alternative mailing address, do not put a check mark next to <u>Label</u> .	
After you show that a ballot has been sent to a voter, click on the [Edit] button. In the Edit screen enter the new mailing address and click on the [OK] button.	You are returned to the AV Scan screen.
Click on the [Label] button.	The message will appear: "Ballot label has been sent to the Local Report Queue."
If the <u>Send To Address</u> is correct, scan the next application received, etc.	The receipt of an application and issuance of a ballot are documented on the voters record and AV List as you process each application.
If you want the AV ballot mailing label to print immediately, put a check mark next to <u>Print Labels Now</u> in the lower right corner of the screen. Place a check mark next to <u>Print</u>	When you click on the [Label] button, the

Action	Result
<u>Ballot Num.</u> if you want ballot numbers to print on the labels.	ballot label will be sent to your designated single label printer and prints immediately.

Receiving AV Applications Without Bar Codes

Action	Result
From <i>File</i> click on <i>AV Scan</i> .	The <i>AV Scan</i> screen appears.
<p>The <i>AV Scan</i> screen is divided into two main areas, one for tracking <u>AV Applications</u> and one for tracking <u>AV Ballots</u>.</p> <p>Verify that the <u>County</u> and <u>Jurisdiction</u> are correct. Select the <u>Election</u> from the drop down list on the left side of the screen.</p>	The [<i>Search</i>] button becomes enabled.
<p>Put check marks next to the tasks that you wish to perform.</p> <p><u>Applications</u>: <u>Receive</u> <u>Ballots</u>: <u>Send</u> <u>Label</u></p> <p>Verify that the default dates are correct for each task being performed.</p>	If you want to document the receipt of an application and that a ballot was issued and sent, put check marks next to <u>Application: Received</u> , <u>Ballots: Send</u> , and <u>Label</u> if you want to generate a mailing label.
<p>If you are assigning ballot numbers, enter the first ballot number that you are working with in the <u>Next Ballot Number</u> field.</p> <p>Then put a check mark next to <u>Auto-Advance</u> if you want ballot numbers assigned in numeric sequence.</p>	As AV ballots are processed, the ballot numbers will advance automatically in sequence from the first ballot numbered entered.
On the right side of the screen, choose a <u>Lockout</u> option from the drop down list.	<p><u>Lockout: Election</u> prevents you from assigning duplicate ballot numbers for an election within the jurisdiction.</p> <p><u>Lockout: Precinct</u> prevents you from assigning duplicate ballot numbers within the same precinct.</p> <p><u>Lockout: None</u> allows you to issue the same ballot number as many times as you wish.</p>
In the <u>Counting Board</u> field, choose <u>None</u> if	As you create the AV ballot record, the ballot

Action	Result
you have not set up AV counting boards. To assign AV ballots to a counting board choose <u>Auto</u> or a specific counting board.	will be assigned to the counting board you specified, or <u>Auto</u> will assign the ballots based on the counting board association (the precinct or district the voter lives in).
Click on the [Search] button in the upper right hand corner of the screen.	The AV Search screen will appear. You can use this screen to search for a voter using any combination of <u>Last Name</u> , <u>First Name</u> and <u>Ballot #</u> .
Enter your search criteria in the appropriate field, then, click on the [Search] button.	A name of list of names that meet your search criteria will appear in the grid.
Highlight a name in the grid and hit the [Process] button. (Clicking on the [Select] button will return you to the AV Scan screen with out performing any of the functions checked off.)	<p>You are returned to the AV Scan screen. The voters name and ID number will appear in the two fields at the top of the screen. The voters mailing address will appear in the <u>Send To Address</u> area in the upper left corner of the screen.</p> <p>A notation that an AV Application was received and an AV Ballot was sent will be added the voters record.</p> <p>If you checked <u>Label</u>, the mailing label is sent to the Local Report Queue.</p>

Accounting for Spoiled Ballots

Action	Result
From File click on AV Scan .	The AV Scan screen appears.
On the AV Scan screen verify that the <u>County</u> and <u>Jurisdiction</u> are correct. Select the <u>Election</u> from the drop down list on the left side of the screen.	The [Search] button becomes enabled.
Make sure you have no check marks next to any of the buttons on the AV Scan screen, then, bring up a voter by either scanning a bar code or by using the search function.	The voters name and status fill in at the top of the screen. The ballot number issued to the voter will appear in the box beneath <u>Lockout</u> with a small mailbox next to it.
On the right side of the screen click on the [Spoil] button.	<p>The small mailbox next to the ballot number changes to a small piece of paper with a green mark on it. This is the symbol for a spoiled ballot.</p> <p>Beneath the spoiled ballot number, there is</p>

Action	Result
	now a gray bar with (NEW) in it.
You can now click on the [Send] button to issue a new ballot.	In the box beneath <u>Lockout</u> the new ballot number issued appears with a mailbox next to it.

Documenting the Return of AV Ballots

Action	Result
From <i>File</i> click on <i>AV Scan</i> .	The <i>AV Scan</i> screen appears.
The <i>AV Scan</i> screen is divided into two main areas, one for tracking the <u>AV Applications</u> and one for tracking the <u>AV Ballots</u> . Verify that the <u>Region</u> is correct. Select the <u>Election</u> from the drop down list on the left side of the screen.	The [Search] button becomes enabled.
Put a check mark next to <u>Receive</u> in the <u>Ballots</u> area on the right side of the screen.	
Verify that the <u>Ballot Received Default Date</u> is correct, then, click in the <u>Voter ID</u> field.	The cursor will move to the <u>Voter ID</u> field.
Scan the bar code on the outside of the AV return envelope. If you do not have a bar code, use the search function to find the voter and click on the [Process] button.	The voters <u>Name</u> , <u>ID</u> and <u>Address</u> will appear in the fields at the top of the <i>AV Scan</i> screen. All AV tracking information entered for the voter will also appear. A notation that the AV Ballot was returned will be added to the voters record.

Buttons on the AV Scan Screen
General Setup: (Buttons at the top of the screen)

[Close] - Returns you to the *QVF Main Desktop*.

[Help] - Will assist you in the use of AV Scan

[Process] - Performs the functions checked elsewhere on the screen.

[Search] - Produces the *AV Voter Search* screen, allowing you to find voters using last name, first name or ballot number. (See *AV Voter Search* screen below.)

[Clear] - Clears the Send To Address fields, allowing you to enter a different mailing address for either applications or ballots.

Applications: (Left side of the screen)

[Send] - Creates the application record. Captures the Send To Address, saves the date the application was Sent and enters a graphic symbol in the Election field.

[Receive] - Saves when the application was Received and enters a graphic symbol in the Election field. This information prints on the AV List.

[App] - Allows you to print a single AV application either now or later, using blank or pre-printed stock.

[Card] - Allows you to print a single AV application either now or later using pre-printed post card stock.

[Edit] - Produces the **AV Application** screen, allowing you to view the application record or to make changes to the application record. Included on the **AV Application** screen are address the application was mailed to, status of the application (sent or received) and the dates of sending or receipt.

[Delete] - Allows you to delete the application record.

Ballots: (Right side of the Screen)

[Send] - Creates the ballot record. Captures the Send To Address, saves the date the ballot was Sent and enters a graphic symbol next to the ballot number. This information prints on the AV List.

[Receive] - Saves when the ballot was Received and enters a graphic symbol next to the ballot number. This information prints on the AV List.

[Label] - Will print, either now or later, a ballot mailing label. Two labels will print if the mailing address is different from the residential address.

[Invalid] - Marks a ballot that should not be counted. Puts a red circle and slash over a received graphic symbol. Enters a "Y" in the Invalid column on the AV List. You are prevented from issuing the voter another ballot.

[Spoiled] - Marks a ballot that should not be counted. Puts a green mark on a received graphic symbol. Enters the spoiled ballot number in the Spoiled column on the AV List. You can issue this voter another ballot.

[Write In] - Not operational at this time.

[Edit] - Produces the **AV Ballot** screen, allowing you to view the ballot record or to make changes to the ballot record. Included on the **AV Ballot** screen are address the ballot was mailed to, status of the ballot (sent or received) and the dates of sending or receipt.

[Delete] - Allows you to delete the ballot record.

Button on the AV Voter Search Screen

The screenshot shows a Windows-style application window titled "Michigan Qualified Voter File - [AV Scan]". The menu bar includes File, View, Reports, Sys Admin, Elections, Data Maint, Window, and Help. The "AV Scan" tab is selected. A dialog box titled "AV Voter Search" is open, featuring a toolbar with buttons: Clear (eraser icon), Select (arrow icon), Process (green flag icon), Cancel (red X icon), and Help (question mark icon). Below the toolbar are four text input fields: Last Name, First Name, Street, and Ballot #, followed by a Search button with a magnifying glass icon. A table with the following headers is displayed: Voter Name, Street, DOB, Ballot #, and Jurisdiction. The table is currently empty. At the bottom of the dialog, there are two date fields: "Default Date Sent:" (04/24/2006) and "Received:" (04/24/2006), with Edit and Delete buttons. To the right, under "Print Options", there are three checkboxes: "Pre-printed Applications" (unchecked), "Print Labels Now" (unchecked), and "Print Ballot Num." (checked).

[Clear] - Deletes information from the entry fields.

[Select] - Returns you to the *AV Scan* screen without performing any of the functions checked on the *AV Scan* screen.

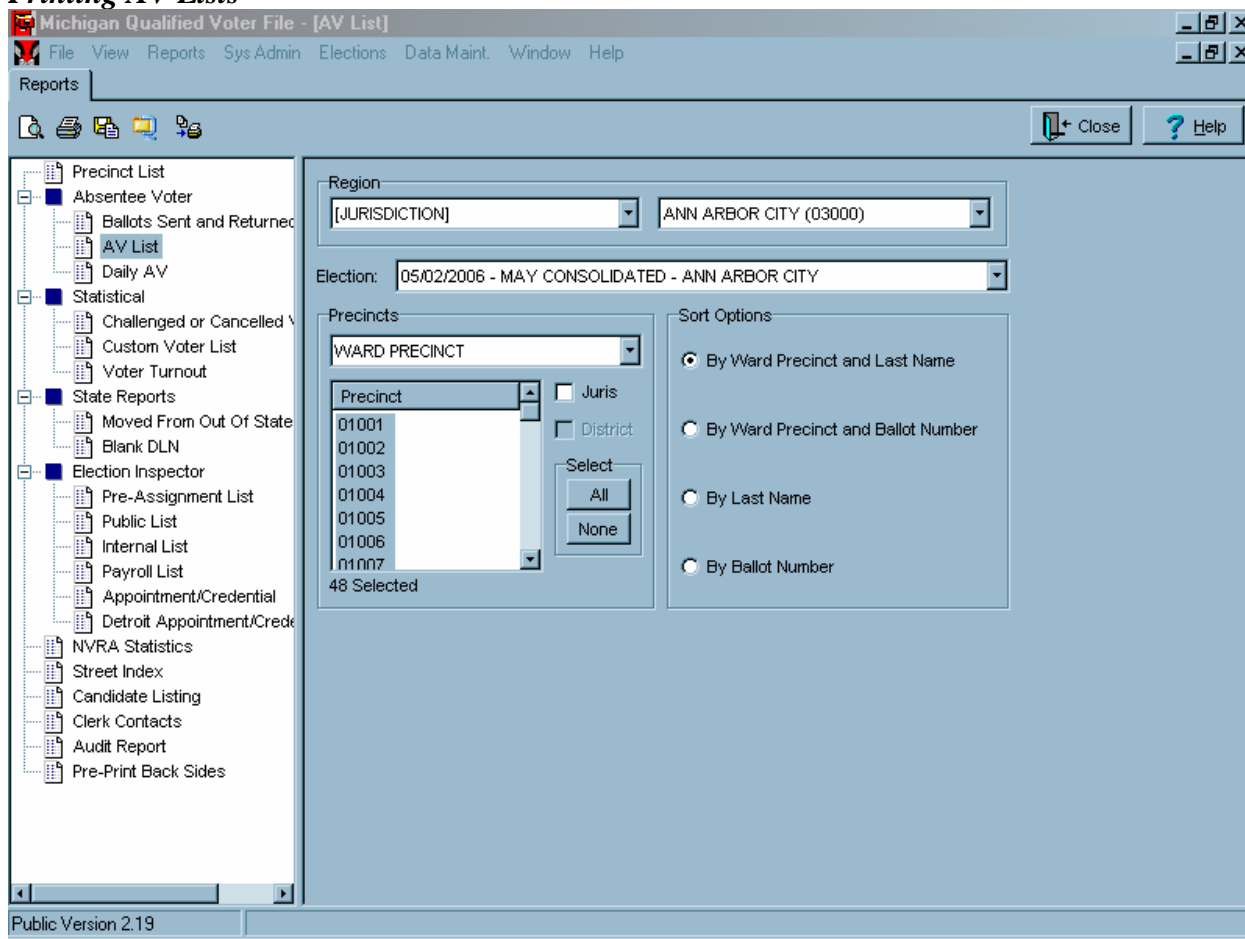
[Process] - Returns you to the *AV Scan* screen and performs any of the functions checked on the *AV Scan* screen.

[Cancel] - Closes the *Search* screen and returns you to the *AV Scan* screen.

[Help] - Not operational at this time.

[Search] - Performs a voter search based on the criteria specified in the entry fields.

Printing AV Lists



You can print a list of voters who have received an AV ballot by producing an **AV List**. Included on the AV List is the voter's name, mailed to address, date the application was received, date the ballot was mailed, and date the ballot was received. In addition, spoiled ballots and invalid ballots are also accounted for on the AV List.

Action	Result
From the QVF Main Desktop go to Reports , Absentee Voter and click on AV List .	The AV List screen is displayed.
Choose the region that was used to create the election and then choose the <u>Election</u> for which you want a list of AV voters.	The AV list will only include voters who have been issued a ballot for the indicated election.
Tabs allow you to run the AV list either by <u>ward/precinct</u> , <u>village precinct</u> , <u>school precinct</u> , <u>intermediate school precinct</u> , <u>combined precinct</u> , <u>ballot style</u> , or <u>counting board</u> .	The region or regions that are associated with this choice will be displayed.
You may run the AV List for single or multiple precincts, ballot styles, etc.	The AV list will only include voters in the regions that have been highlighted.

Action	Result
The AV list can be sorted in various ways by making a choice in the <u>Sort Options</u> box.	The AV list will sort based on the criteria specified.
Choose <u>Print Now</u> , <u>Print Later</u> , <u>Print in PDF format</u> or <u>Print to File</u> and click on the [OK] button.	The AV list will start printing immediately or will be sent to the Local Report Queue . You are then returned to the QVF Main Desktop .

Daily AV Report

Michigan Qualified Voter File - [Daily AV Report]

File View Reports Sys Admin Elections Data Maint Window Help

Reports

Precinct List
Absentee Voter
Ballots Sent and Returned
AV List
Daily AV
Statistical
Challenged or Cancelled
Custom Voter List
Voter Turnout
State Reports
Moved From Out Of State
Blank DLN
Election Inspector
Pre-Assignment List
Public List
Internal List
Payroll List
Appointment/Credential
Detroit Appointment/Credential
NVRA Statistics
Street Index
Candidate Listing
Clerk Contacts
Audit Report
Pre-Print Back Sides

Region: [JURISDICTION] ADRIAN CITY (00440)

Election: 05/02/2006 - MAY CONSOLIDATED

Applications: ☒ Sent ☒ Received
Ballots: ☒ Sent ☒ Received
Between: 04/24/2006 and: 04/24/2006

Precincts: WARD PRECINCT
Precinct: 00001, 00002, 00003, 00004, 00005, 00006
6 Selected

Report Style: ☒ Listing ☐ Labels

Public Version 2.19

You can produce a cumulative or daily list of who has been sent AV ballots that will show the voters name and mailing address. This can be produced as either a report or as mailing labels. This is the only place in the QVF where mass AV applications are documented.

Action	Result
From the menu in the <i>QVF Main Desktop</i> go to <i>Reports</i> , and click on <i>Daily AV</i> .	The <i>Daily AV Report</i> screen is displayed.
Make a selection from the dropdown menu under <u>Precincts</u> .	You may select from the associated region types: <u>ward/precinct</u> , <u>village precinct</u> , <u>school precinct</u> , <u>intermediate school precinct</u> , <u>combined precinct</u> , <u>ballot style</u> , or <u>counting board</u> .
The QVF has the capability of running a list based on any combination of AV applications sent and returned and AV ballots sent and returned. What will appear on the list is based on what is checked off in the <u>Applications</u> and <u>Ballots</u> boxes.	
Establish the criteria for your report by putting check marks next to the items you want on your list. You can choose from: <u>Applications Sent</u> and <u>Received</u> and <u>Ballots Sent</u> and <u>Received</u> .	Voters who received over the counter AV Applications and/or voters who received an AV Ballot will appear on your list.
The <u>Between</u> and <u>and</u> fields allow you to run your AV report based on a range of dates or a single date. Enter the beginning date that you want your report to reflect in the <u>Between</u> field. Enter the ending date that you want your report to reflect in the <u>And</u> field. If you want a report for a single date, enter that date in both fields.	The <i>Daily AV Report</i> will run based on the dates entered.
Tabs allow you to run the Daily AV Report by various region/types Click on the Precincts dropdown menu and select your preference.	A list of items will be displayed based on your selected preference.
Highlight the item or items in the display window. The listing will be different based on your selected preference above. If you want to run a list for a specific portion of your grouping, highlight only those desired items by clicking on the [None] button and then clicking on the specified precincts/counting boards.	Only your selected item will be highlighted.
In the <u>Report Style</u> box choose <u>Listing</u> or <u>Labels</u> .	<u>Listing</u> produces a list of names and addresses. <u>Labels</u> will produce mailing labels.
Select the preferred <u>Report Options</u> from the icons on this screen.	Your report will start printing immediately or be sent to the <i>Local Report Queue</i> and you are returned to the <i>QVF Main Desktop</i> .

Ballots Sent and Returned Summary

With the ***Ballots Sent and Returned Summary*** you can produce a report that lists the total number of AV ballots issued, the total number of AV ballots returned on time and the total number of AV ballots returned late. This list will also break down the AV ballots by numerous region selections.

Action	Result
From <i>Reports</i> go to <i>Absentee Voter</i> and click on <i>Ballots Sent and Returned Summary</i> .	The <i>Ballots Sent and Returned Summary</i> screen is displayed.
Choose the region that was used to create the election and then choose the <i>Election</i> for which you want to run the report.	
Tabs allow you to run the Ballot Sent and Returned Summary for single or multiple precincts, ballot styles, etc.	A list of associated precincts, combined precincts, etc. is shown.
The [Select All] button highlights all of the precincts or counting boards. The [Select None] button removes the highlighting from all of the precincts or counting boards. You can highlight individual precincts/counting boards by clicking on them.	Only the information for the highlighted selections will be included in the report.

Action	Result
Under <u>Print Options</u> choose either <u>Print Now</u> or <u>Print Later</u> and click on the [OK] button.	The report will start printing immediately or will be sent to the <i>Local Report Queue</i> and you are returned the <i>QVF Main Desktop</i> .